

NOTE: These are "proposed" minutes and will not be approved until the February 6, 2018 School Board Meeting

4:00 p.m.
Administration Center

Tuesday
January 23, 2018

BOARD OF FINANCE MEETING

CALL TO ORDER – President David Black called the January 23, 2018, Board of Finance Meeting to order at 4:00 p.m. with all members present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Asst. Superintendent, Mark Snyder, Director of Business Services, Jeff Palmer, Director of Grounds and Maintenance and Michelle Willey, Director of Transportation.

ELECTION OF OFFICERS –

- Mrs. King moved and Mr. Souder seconded a motion to appoint Dave Black as President of the Board of Finance. The motion was approved with a vote of 4-0, with Mr. Black abstaining.
- Mr. Gayler moved and Mr. Miller seconded a motion to appoint Robert Souder as Secretary of the Board of Finance. The motion was approved with a vote of 4-0, with Mr. Souder abstaining.

REPORT OF SCHOOL INVESTMENTS FOR THE YEAR – Mr. Snyder, Director of Business Services, reported the following:

- First State Bank's rate of interest (for operational funds) was approximately .61% - .62%

Mr. Black remembers when he and Mrs. King were on the board several years ago when MCS actually had investment money coming in. Mr. Snyder said we do receive approximately \$100,000 annually. Mr. Gayler said interest rates are rising and questioned if we are doing a RFP or considered doing that to request a proposal from other institutions? Mr. Snyder said with interest rates rising he does need to consider adding minimum CD's. The school corporation has been very happy with First State Bank (FSB), which is why we have not been looked outside, as far as interest rates and CD's. Mrs. King questioned if First State Bank provides a courier service and was told by Mr. Snyder we do not utilize a courier service. Mr. Gayler questioned payroll, if they do that for MCS. Mr. Snyder said payroll is currently being done thru TCU. Mr. Gayler said most institutions have a program that would be pretty attractive and he's sure FSB would be competitive.

BOARD COMMENTS – None.

ADJOURNMENT – Mr. Miller moved and Mr. Souder seconded a motion to adjourn the Board of Finance Meeting at 4:05 p.m. The motion was approved with a vote of 5-0.

BOARD MINUTES

CALL TO ORDER – President David Black called the January 23, 2018, meeting of the Board of School Trustees to order at 4:05 p.m. All Board Members were present. Others in attendance included Jane Allen, Superintendent, Robby Goodman, Assistant Superintendent, Mark Snyder, Director of Business Services, Michelle Willey, Director of Transportation and Jeff Palmer, Director of Buildings and Grounds.

SUPERINTENDENT'S REPORT - Mrs. Allen introduced Marion Hostetler, Principal at MES, Mrs. Angie Troyer, 3rd grade teacher and Andrew Ostrander, a NHS high school senior who is helping Mrs. Troyer in her class. They will be talking about using Technology in the classroom and with ISTEP.

- Last year Mrs. Troyer was told the ISTEP test may be on the computer for her students. She panicked because she and her students were not ready for that. It ended up that the students did not have to use their computers for ISTEP but she needed to get ready for next year. Andrew (Ostrander) was helping in her classroom and they talked about how to teach the students this without taking it out of classroom time. There were certain things they were using that they could make digital and put it in a format that would be like ISTEP. A PowerPoint presentation was shown to the school board and audience in attendance.
- Andrew explained how he helped Mrs. Troyer, using the Go Formative resource, to create an ISTEP practice on a computer. Mrs. Troyer thanked Andrew for all his help using and teaching her and her students the technology they are using.
- Mrs. Troyer reviewed a brochure she had given to all board members, titled Middlebury Elementary Technology Use.
- Why is Technology Important?
 - Individual and/or collaborative
 - Enhances curriculum
 - Broader teacher assessment options
 - NECESSITY for testing preparation

- 21st Century Learning
 - Collaboration
 - Global Awareness
 - Creative / Innovation
 - Literacy in medial, internet, computer programming, data interpretation and analysis.
 - Preparation for the future.
- Resources that MES uses:
 - Seesaw (for examples of Mrs. Troyer's students Seesaw work: <https://goo.gl/X6ynCY>)
 - Go Formative (students can use this at home)
 - Study Island
 - Epic
 - Readworks
 - Tumblebooks
 - WriteReader
 - Xtramath
 - Reflex Math
 - ABCya
 - Starfall
 - RAZ Kids
 - Reading A-Z
 - Spellingcity.com
 - Typing.com & edu.typtastic.com
- Devices at MES
 - 2016-2017
 - Computer lab
 - 4 Netbooks per classroom
 - 2 Desktops per class
 - 1 Promethean Board per class
 - 2017-2018
 - Computer lab (30 desktop computers)
 - Chrome Books (14 per K-3 classroom)
 - Teacher laptops
 - 1 Desktop per classroom
 - 1 Promethean Board per classroom
- Future Hopes & Dreams
 - 1 to 1 (especially in the 3rd grade)
 - Building Tech Coach – teacher and student training
 - New materials will have to be created and implemented
 - iPads for K-1 (maybe 2nd)

Mr. Hostetter said his whole staff are jumping in and trying new things. He knows sometimes it will be messy and not perfect but they are doing a great job trying and are being successful. Mr. Miller asked Andrew what's the program when he's there (is it ½ day?). Andrew said he has two - Peer Tutoring and the other is Service Work. Some students do work experience which is ½ day, every day. He is at MES every other day. Mr. Miller said it sounds like this a great thing. He also questioned using Go Formative – is there a cost for this? Mrs. Troyer said what their students are using are free to the corporation. Mrs. King talked about the component of Seesaw - where parents can access what their students are doing. She truly believes in her heart that if we can get more parents involved in the education process it elevates the level our kids can perform at. She is glad to see it happening at MES. Her grandson is two, and he goes to preschool 2 days a week and they have a similar program. It gives her daughter a great deal of comfort knowing what he is doing. She feels good about what he is doing. You are helping to bring parents a little closer to the educational process which she thinks is a wonderful thing. Mrs. King is very proud of Andrew and the things that he is doing with Mrs. Troyer and he will make a fine educator. Mr. Black asked if this was something our other 3rd grade classrooms are doing across the district? Mrs. Troyer said she has shared it with the other 3rd grade teachers at MES but she doesn't feel comfortable sharing it with others before it has been tested. It is something that could be shared easily. Teachers could use what she and Andrew have created because it follows the standards. They could easily use it in their classrooms. Mr. Black was curious if it will go district wide, building wide, etc. He's leaving it up to the administrators to see where it goes. He thanked Mrs. Troyer, Mr. Hostetter and Andrew for their presentation.

CONSENT AGENDA –

- Minutes from the January 9, 2018 school board meeting
- Claims Lists
- Personnel List
- Financial Statement for December 2017

Mrs. Allen announced the retirement of Catherine Yoder, Choir Teacher at NHS, Asst. Director of Choirs, effective June 1, 2018.

EMPLOYMENT:

Northridge High School

Certified: Andy Williams, Assistant Track, 43280-2, Start Date: February 7, 2018
Jeff Payne, Assistant Track Coach, 43280-3, .5 Split/Puckett
Start Date: February 7, 2018

Classified: Taeja Davis, Assistant Volleyball Coach, Replacing: Jessica Graber
Start Date: January 24, 2018
Angela Loomis, 7.5 Hour Special Education Asst. Replacing: Anzhelika Pavlenko
Start Date: January 24, 2018
Ray Caples, Head Softball Coach, 13195-1, Start Date: February 7, 2018
Matt Reverman, Head Girls Tennis Coach, Start Date: February 7, 2018
Betsy Tavernier, Assistant Girls Tennis Coach, 43225-2, Start Date: February 7, 2018

Shawn Puckett, Assistant Track Coach, 43280-2, .5 Split/ Payne
Start Date: February 7, 2018
Alicia Hooley, Assistant Track Coach, 43285-3, Start Date: February 7, 2018
Emily Mercer, Assistant Track Coach, 43285-1, .5 Split/Gruwell
Start Date: February 7, 2018
Mark Gruwell, Assistant Track Coach, 43285-3, .5 Split/Mercer
Start Date: February 7, 2018
Dyrk Miller, Assistant Baseball Coach, 43290-3, Start Date: February 7, 2018
James Greensides, Assistant Baseball Coach, 43290-3, Start Date: February 7, 2018

Northridge Middle School

Classified: Dan Herber, Boys Swimming Coach, 22570-1, Replacing: Charles Grace
Start Date: January 24, 2018
Emma Herber, Girls Swimming Coach, 22575-1, Replacing: Carrie VanDeventer
Start Date: January 24, 2018

Heritage Intermediate School

Certified: Teresa Kuruda, Temporary 4th Grade Teacher, Covering Jan Sharp's FMLA Leave
Start Date: March 6, 2018

Classified: Cynthia (Cindy) Ritchie, School Nurse, Replacing: Kassidy Love
Start Date: January 24, 2018
Anne Brown, Media Assistant, Replacing: Donna Alwine
Start Date: January 29, 2018

RESIGNATION:

Northridge High School

Classified: Anzhelika Pavlenko, 5.5 Hour Special Education Assistant
Effective Date: January 29, 2018
Angela Loomis, 4 Hour Cafeteria Worker, Effective Date: January 22, 2018

Northridge Middle School

Classified: Krissy Wise, Cheer Coach, 22198, Effective Date: December 7, 2017
Jewel Yoder, Cheer Coach, 22198, Effective Date: December 7, 2017

RETIREMENT:

Northridge High School

Certified: Catherine Yoder, Choir Teacher, Assistant Director of Choirs
Effective Date: June 1, 2018

Northridge Middle School

Classified: Angelika Pross, 7 Hour Special Education Assistant, Effective Date: May 24, 2018

EMERGENCY LEAVE:

Jefferson Elementary School

Certified: Jamie VanDaele, Kindergarten Teacher, 2 Days: January 15, 16, 2018

Orchard View Elementary School

Classified: Cynthia Miller, 6 Hour Cafeteria Worker,
January 22: 6 Hours; January 23: 6 Hours; January 24: 6 Hours;
January 25, 2018: 4.75 Hours

TRANSFER:

Northridge High School

Classified: Jessica Lett, 3.5 Hour Cafeteria Worker, to: 4 Hour Cafeteria Worker
Replacing: Angela Loomis
Start Date: January 23, 2018

Mr. Miller moved and Mr. Gayler seconded a motion to approve the Consent Agenda as presented. The motion was approved with a vote of 5-0.

APPROVAL OF ADVERTISING FOR BIDS FOR THE AD CENTER AND ROOF PROJECTS - Mrs. King moved and Mr. Souder seconded a motion to approve advertising for bids for the Administration Center and the Roof Projects. The motion was approved with a vote of 5-0.

APPROVAL OF 2017 CARRY FORWARD APPROPRIATION AND CONTINUING PROJECTS – Mrs. King commented about bringing forward \$159.63 from the Transportation Operating Fund and \$1300 from the Bus Replacement Fund. Sometimes people don't understand how much it costs to run the corporation and how close it can come to being zero. Mr. Snyder said those were not actual cash balances. This enables us to encumber something from 2017 into 2018. We usually have enough for buses, but the radios get really tight. It's not really cash, it's just an encumbrance. Those are very small amounts - usually we don't carry forward something that small. Mrs. King appreciates all the diligent work that Mr. Snyder does. Mr. Gayler moved and Mr. Souder seconded a motion to approve the 2017 Carry Forward Appropriation and Continuing Projects Resolution as presented. The motion was approved with a vote of 5-0.

ACCEPTANCE OF "CONFLICT OF INTEREST DISCLOSURE" STATEMENTS – Mrs. King moved and Mr. Souder seconded a motion to approve the Conflict of Interest Disclosure statements for David Black and Paul Gayler. The motion was approved 3-0, with Mr. Black and Mr. Gayler abstaining.

APPROVAL OF 2017-2018 SCHOOL BOARD MEETING DATES – Mr. Miller moved and Mr. Gayler seconded a motion to approve the 2018-2019 school board meeting dates as presented. The motion was approved with a vote of 5-0.

2018

2019

July 10, 2018	January 8, 2019
July 24, 2018	January 22, 2019
August 7, 2018	February 5, 2019
August 21, 2018	February 19, 2019
September 4, 2018	March 5, 2019
September 18, 2018	March 19, 2019
October 2, 2018	April 16, 2019
October 16, 2018	May 7, 2019
November 6, 2018	May 21, 2019
November 20, 2018	June 4, 2019
December 11, 2018	June 18, 2019

All meetings will be at the Administration Center, 56853 Northridge Drive, Middlebury, IN. Meetings will start at 4:00 p.m. unless otherwise noted.

APPROVAL OF BOARD POLICIES ON FIRST READING – Mrs. Allen said the following policies were created and/or revised to reflect the current state of the law.

Policy 1220 – Employment of the Superintendent *Revised*

The revision of this policy is to make it consistent with the changes from the Senate Enrolled Act 182 which redefines the superintendent contract and buy out conditions.

Policies 1521; 3121; 4121; 8121 – Personal Background Checks and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests *Revised*

The changes in all of these policies change reflect the new requirements of the House Enrolled Act 1079 that expands the requirements of background checks. The new requirements reflect that an expanded criminal history check be completed not later than 30 days after employment and that an expanded child protection index check be completed not less than 60 days after employment. The new requirement also states that an expanded criminal history check be conducted of all school employees at least once every five years and that references must be checked before hiring prospective employees. Policy 8120 is a technical correction that changes the name of the criminal history check from “national” to “expanded”. 2221 – Mandatory Curriculum Revised

This revision incorporates the expansion of required age appropriate and research and evidence based instruction on child abuse and child sexual abuse to all students in grades kindergarten through 12 required by IC 20-30-5-5.7, a new statute from Senate Enrolled Act 355.

Policy 2262 – Latch-Key Programs *Replacement*

This replacement policy covers the changes from HEA 1136 which made changes to allow school corporations to expand child care programs.

Policy 2623.01 – Test Security Provisions for Statewide Assessments *Revised*

This policy revision covers all of the changes in the security of our ISTEP/IREAD test materials, etc. There are a lot of new rules and we do a training at the beginning of the year and all buildings do a refresher right before the testing begins. All test materials are locked up, too.

Policy 3131 – Reduction in Force (RIF) in Certified Staff *Replacement*

This is a replacement policy to bring our Reduction in Force policy compliant with the changes since 2011. This whole policy and the ramifications is still being decided in the courts, but we need to replace ours to be compliant before any more decisions are rendered.

Policy 3220.01 – Teacher Appreciation Grants *Technical Correction*

The correction in this policy fixes a typographical error that was in the statute citation. It read IC 2028-9-1.5 and should read IC 20-28-9-5.

Policy 5200 – Attendance *Revised*

This policy revision reflects having students do non-classroom educationally appropriate activities and still counting them as present – now calling an “excused absence” an “attendance exception”. The policy changes define the situations which would be considered exceptions.

Policy 5330 – Use of Medications *Revised*

The Medications policy is changed to reflect the use of emergency medications – albuterol, epinephrine, and naloxone. This allows for obtaining prescriptions and administering the medication by trained personnel.

Policy 5350 – Student Suicide Awareness and Prevention *Revised*

This revises the policy to include the changes being made in suicide awareness training for teachers and students. This change is overdue for us – our current policy was set in 1991.

Policy 5460 – Graduation Requirements *Revised*

The revision in this policy states circumstances and certain instances which allow the school to award a diploma of a deceased student at the request of a parent.

Policy 5630.01 (V1) – Use of Seclusion and Restraint with Students *Technical Correction*

There was a grammatical error on page 3 of the policy. The word “made” is changed to “make”.

Policy 5722 – School-Sponsored Student Publications and Productions *Revised*

The revisions in this policy come from our corporation attorneys and add wording relevant to the statute to make sure that student publications and productions reflect our guidelines and not just the state statute guidelines.

Policy 5730 – Equal Access for Non-Corporation-Sponsored Clubs and Activities *Technical Correction*

This correction is adding a citation to Indiana Code – IC 20-33-12.

Policy 6152 – Student Fees and Charges *Revised*

The policy revision allows for our own Accounts Receivable Clerk to handle taking parents to court if the claim is not in excess of \$1500. For any amount more than \$1500, the corporation attorney or another attorney will become involved.

Policy 8330 – Student Records *Revised*

This revision changes the wording of the “Functional and Practicable Workplace Spanish Designation” to just “Functional Workplace Spanish Designation”. It also states that a student must complete the applicable Spanish language coursework before that designation can be placed on a transcript.

Policy 8462 – Child Abuse and Neglect Revised

This revision prohibits a school district from adopting a policy that restricts or delays an employee from reporting child abuse or neglect. It also reflects the statute which requires corporations to provide training and education that is age appropriate and evidence based for students from grades kindergarten through 12. It used to be for ages 2-5.

Policy 8600 – Transportation Revised

The revision in this policy allows for the board to enter into an agreement with an agency serving persons with a developmental disability. This would allow special purpose buses (white buses or special ed buses) to transport kids of at least 2 years of age to and from programs.

Policy 8800 – Religious/Patriotic Ceremonies and Observances Technical Correction

There is a typographical error on page 1 that is replacing the word “in” with the word “an”.

Mr. Black wanted clarification on Policy 8600. In the past there has been discussion about “may” or “shall”. He wanted to understand correctly – “the board may enter into agreement”, and it does not mean they are required to enter into agreement. Mrs. Allen said that was correct.

Mr. Souder moved and Mrs. King seconded a motion to approve the Board Policies revisions/corrections as presented on 1st reading. The motion was approved with a vote of 5-0.

APPROVAL OF DONATION TO YORK ELEMENTARY SCHOOL – Mrs. Allen received a request from York Elementary of a donation for \$500 from John and Julie Schwartz. This cash donation is to be used for a special project as seemed appropriate by the principal. Mr. Gayler moved and Mr. Miller seconded a motion to approve a donation to York Elementary School as presented. The motion was approved with a vote of 5-0.

FIELD TRIPS – The school board reviewed the list of field trips.

ANNOUNCEMENTS AND CORRESPONDENCE –

Congratulations to the NHS Wrestling team for winning their 2nd consecutive NLC championship.
Congratulations to the girls NHS basketball team. They are having a great season!

REQUESTS FOR TRAVEL – Board members reviewed the list of travel requests.

EXPRESSIONS FROM BOARD MEMBERS –

- Mr. Souder was very excited to hear the Middlebury Elementary School presentation. It’s “sweet” how they are “teaming” together. Thanks a lot!
- Mrs. King thanked Mrs. Troyer for coming tonight. No amount of technology will ever replace her in the classroom and how she cares for children. She thinks it’s really cool that a teacher with the expertise and longevity Mrs. Troyer has had in our corporation that she is willing to learn new things for the good of our kids. It makes it a whole lot easier when you have a good student willing to collaborate with you. This is a great thing to see Andrew spend so much time with Mrs. Troyer in the classroom. It’s a good benefit to have this now before he heads into college. Mrs. King wanted to comment on Alexis Stutzman a former NHS graduate who came to board meetings many times. She is an exceptional student who is going to NYU for her Doctorate Degree. She has been published multiple times and is a bright, young student who we have had the distinct privilege of having in our school corporation. She is so proud of Alex of what she has accomplished and what she is going to accomplish. Alex is being sought for the work she has already done. She has discovered things that other doctors are coming to her asking her how she figured things out. It’s amazing and she got her start here! Mrs. King thinks of Mrs. Hannah, who has spent an extreme amount of time with her students, getting them ready to go into the medical field, peaking their interest, and challenging them. It’s remarkable. She wanted to encourage every educator that everything you do in the classroom matters. You never know when you are going to impact a student. She is very proud of Alexis and of all of our staff who helped her achieve what she has done.

OTHER BUSINESS – None.

ADJOURNMENT – Mr. Miller moved and Mrs. King seconded a motion to adjourn the January 23, 2018 meeting of the School Board of Trustees at 5:02 p.m. The motion was unanimously approved with a vote of 5-0. The next scheduled school board meeting will be on February 6, 2018 at 4:00 p.m. at the Administration Center.

David Black, President

Joanna King, Vice President

Robert Souder, Secretary

Scott Miller, Member

Paul Gayler, Member